

Michigan Department of Education Office of Special Education & Early Intervention Services
TEMPORARY APPROVAL FOR SCHOOL SOCIAL WORKER
Policy & Criteria

POLICY

1. The colleges/universities with approved programs for training school social workers issue recommendations for candidates only when the request is initiated by the employer.
2. Temporary approval as a school social worker is transferable from one employer to the next.
3. Temporary approval as a school social worker expires at the end of the school year in which it is issued.
4. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
5. A search for a candidate with full approval as a school social worker is not required prior to hiring a candidate under temporary approval.
6. Temporary approval as a school social worker is effective from the beginning of the school year in which it is requested, the date that the candidate completed all training requirements, or the date of employment in the position of school social worker, whichever is later.
7. A school social worker who received temporary approval from the Michigan Department of Education and who has not been employed as a school social worker in an approved program in Michigan for 5 or more consecutive years must apply to the department for reapproval as a condition of reemployment.

CRITERIA

The employer (LEA/ISD/State Agency) must initiate a request for temporary approval as a school social worker for a candidate who meets the following qualifications:

- Master's degree from a graduate school of social work program approved by the state board of education.
- A minimum of a 500 clock hour supervised social work practicum.
- Eligible to receive a recommendation for temporary approval from an approved school of social work training program.

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PROCEDURES

The employer (LEA/ISD/State Agency-facility) must:

1. Initiate the request by completing the Temporary Approval for School Social Worker form.
The following information MUST be completed:
 - Candidate and Assignment information (ISD will complete code numbers) See Policy #4.
 - Question 2.
2. Forward information to ISD; retain a copy for your records.

The ISD will:

1. Determine if the request is accurate and complete.
2. Forward a copy of request form and all attachments to the university/college of training for school social worker.

The University/College will:

1. Complete form REC: SSW-310 to verify the candidate is eligible for temporary approval as a School Social Worker.
2. Retain a copy of form REC: SSW-310.
3. Send the remaining copies of form REC: SSW-310 to the ISD.

The ISD will:

1. Review form REC:SSW-310.
2. Complete Question 1 on the request form.
3. Retain a copy of form REC: SSW-310. Distribute appropriate copies of form REC: SSW-310 to the local school district and the candidate.
4. Submit request electronically to MDE-OSE/EIS and print off Approval letter that is generated automatically after submission.
5. Retain a copy of the approval letter. Distribute a copy to the employer.

The employer (LEA/ISD/State Agency-facility) will:

1. Distribute a copy to the candidate.